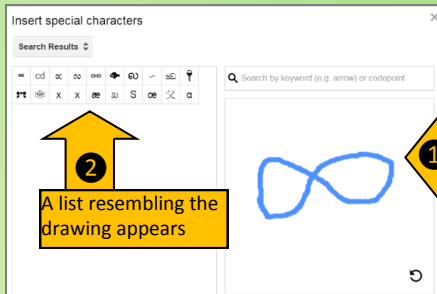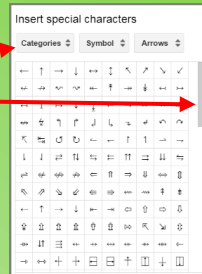# Tip Tuesday

Special Characters in Google Docs

Save yourself some time scrolling and searching for that one special character...just draw it!

From Google Docs, Slides, or Drawings:

1. Go to *Insert* and choose *Special characters*.
2. Options for finding the character:
   - **Choose from Categories, Symbol, or Arrows; scroll through using the scroll bar**
   - **Search by name** `Q Search by keyword (e.g. arrow) or codepoint`
   - **Draw:**

Insert special characters

Categories ⬍   Symbol ⬍   Arrows ⬍

Insert special characters   ×

Search Results ⬍

Q Search by keyword (e.g. arrow) or codepoint

❷ A list resembling the drawing appears

❶ Use mouse to draw character

It's common to remember what a character looks like but not the name of it. Drawing the character is an easy way to find it!